

CHAPTER 5

BUS TRANSPORTATION SERVICES

5-1. General

a. Government-provided bus transportation will be categorized as group transportation services, mass transit, and shuttle bus service. Each DoD Component shall establish appropriate controls to ensure that services are provided in accordance with policies contained herein.

b. Application of the various types of available services:

(1) Group transportation services shall normally be limited to those situations where there is a need to move personnel from domicile-to-duty from other than government installations and subinstallations when considered necessary for the effective conduct of the affairs of the Department. Privately-owned vehicles, car pools, van pools, and buses shall continue to be the primary sources of domicile-to-duty transportation.

(2) Shuttle bus service shall be established solely to meet local DoD requirements and shall operate only in duty areas. Available space on shuttle buses may be used by other categories of personnel; however, such conveyances may not be used to provide domicile-to-duty transportation. See paragraph 5-6 below.

(3) Mass transit service is designed to fulfill requirements beyond the scope of shuttle bus service. Mass transit serviceman be used to provide other "non-duty" types of transportation within a military installation or between subinstallations on a fare basis.

c. When more than one of these services is deemed appropriate for an installation, their use should be integrated in the overall installation transportation plan and with any commercial service being provided. There should be a clear distinction concerning the purposes of the various types of service.

5-2. Group Transportation

a. 10 U.S.C. 2632 (reference (cc)), provides that whenever the Secretary of a Military Department determines that the effective conduct of the affairs of the Department requires assured and adequate transportation facilities, he or she may provide transportation service by motor vehicle (having a seating capacity of 12 or more passengers) to and from places of employment for individuals attached to, or employed in, that Department. In each case transportation services are provided, a reasonable fare shall be charged. In authorizing the establishment of such systems, the Secretary or designee, must determine that:

(1) Other facilities are inadequate and cannot be made adequate;

(2) A reasonable effort has been made to induce operators of private companies to provide the necessary transportation, and such effort has not been successful; and

(3) The services to be furnished will make proper use of transportation facilities, and will provide the most efficient transportation to the persons concerned.

b. Should a Defense Agency activity require group transportation services, the necessary justification should be forwarded to DUSD(L/TP) for review and necessary approval. See section 5-3, below, for the information required in the justification.

c. When determinations have been made that such services are required, the Component concerned may:

(1) Buy or hire motor vehicles having a seating capacity of 12 or more passengers.

(2) Maintain and operate the equipment with government-owned or contractor facilities.

(3) Lease or charter the equipment to public or private carriers for operation.

d. All fares and proceeds received by Components from the operation of group transportation services must be accounted for and deposited in the U.S. Treasury as miscellaneous receipts, pursuant to 10 U.S.C. 2632 (reference (cc)), in accordance with finance regulations of the Component concerned.

e. The fare system will be structured to recover all costs of providing the group transportation service, including capital investment, salaries, operations, and maintenance. If the group transportation vehicle is used for both operational (mission) and group transportation, only the costs directly related to group transportation must be recovered. Since these vehicles are acquired in direct support of the defense mission, acquisition costs will not be recovered through the fare system.

f. Transportation furnished under this provision shall be reviewed at least annually to determine its continuing validity.

5-3. Requests for Group Transportation

a. Requests for authority to establish group transportation services shall be submitted to the headquarters of the Military Department concerned for a determination. The following information shall be provided:

(1) Name of the activity.

(2) Location of the activity.

(3) Mission of the activity.

(4) Current military strength.

(5) Current civilian strength.

(6) Authorized changes which shall affect transportation requirements. (Show breakout of shifts, if applicable.)

(7) A description of existing facilities, including the use of privately-owned vehicles, car pools, and group riding arrangements.

(8) Points to which service is required and the distance between the installation and each point.

(9) The number of people requiring recurring transportation between the installation and each point. (Indicate by shift if applicable.)

(10) A statement describing the efforts that have been made to make existing public or private facilities adequate or efforts to induce private operators to provide the necessary transportation.

(11) The type of service proposed, plus information concerning all necessary arrangement, such as rentals, charters, rates, schedules; and type source, number, and seating capacity of the equipment to be used. The amount of fare to be charged shall be stated and a map or sketch of the area enclosed. If the proposed service is to be operated with government-owned equipment, requests must indicate that the local commercial carriers have been contacted and they have no desire or capacity to provide the service.

(12) A statement as to the estimated cost and availability of appropriated funds to operate the service.

(13) The date on which the service is needed or can be started.

b. In exercising the authority to provide group transportation service to and from places of employment, Military Departments shall consider the following conditions as a basis for approval of such services:

(1) Where an installation or other DoD activity is so located with respect to personal residential areas that some form of government assistance is necessary to ensure adequate transportation.

(2) In overseas commands where, due to the absence of adequate public or private transportation, local political situations, security, personal safety, or the geographical location of the duty stations, such transportation is considered essential to the effective conduct of the Department's business.

c. Operational data and reports on group transportation services shall be made in accordance with applicable regulations of the Component concerned.

5-4. Mass Transit Services

a. Pursuant to 10 U.S.C. 2632 (reference (cc)), the Secretary of a Military Department may authorize the use of mass transit vehicles on any military installation, or in some cases subinstallations. This support may be provided to military personnel, DoD civilians, contractors, and their dependents. It may be provided with either government-owned and/or -leased assets, or contracted with a commercial carrier. The DoD Components shall establish appropriate controls to ensure services are provided in accordance with the policies contained herein. Privately-owned vehicles, car pools, van pools, and

scheduled buses shall continue to be the primary source for transportation. When providing mass transit services a reasonable fare must be charged, except that a fare may not be charged to military personnel for transportation incident to the performance of their official duties. The Service Secretary concerned may waive the requirement for imposition of any fare for military installations that he or she determines are located in an area not adequately served by regularly scheduled and timely commercial municipal services. In authorizing the establishment of such systems, the Secretary (or designee) must determine that:

(1) There exists a potential for saving energy and for reducing air pollution.

(2) A reasonable effort has been made to induce operators of private companies to provide the necessary mass transportation, and such an effort has been unsuccessful; and

(3) The service to be provided will make proper use of transportation facilities, and will supply the most efficient transportation to the persons concerned.

b. The mass transportation may be used to provide domicile-to-duty transportation on military installations or between subinstallations in reasonable proximity. The service may also be used to provide transportation:

(1) To and from places of duty and employment on a military installation.

(2) To and from a military installation in a remote area determined by the Secretary of the Military Department not to be adequately served by regularly scheduled commercial mass transit.

(3) Between places of employment for persons attached to, and employed in, a private plant that is manufacturing material for the Department, but only during war or national emergency declared by Congress.

c. When determinations have been made that such services are required and may produce fuel economies and a reduction in pollution, the Military Department concerned may:

(1) Rent or Lease Motor Vehicles. When motor vehicles are rented or leased specifically and exclusively for mass transit, a fare must be charged computed to recover all rental or lease costs including contract administration costs, salaries, operations, and maintenance.

(2) Purchase Vehicles with Appropriated Funds. When assets are purchased specifically and exclusively for mass transit, a fare must be charged to recover all acquisition costs.

(3) Lease, or charter the equipment to private or public carriers for operation under the terms that are considered necessary by the Secretary or designee. When these vehicles are used exclusively for mass transit, the acquisition cost must also be recovered in the fare system.

d. The fare system will be structured to recover all costs of providing the mass transit service including capital investment, salaries, operations, and

maintenance. If the mass transit vehicle is utilized for both operational (mission) and mass transit purposes, only the costs directly related to mass transit must be recovered. Since these vehicles are acquired in direct support of the defense mission, acquisition costs will not be recovered through the fare system. In overseas areas, unless determined by the Secretary or designee as an area inadequately served by public transit, a reasonable fare shall be charged that is not more than would be charged if such services were available through local commercial transportation.

e. All fares and proceeds received by Military Departments from the operation of mass transit service must be accounted for and deposited in the U.S. Treasury as miscellaneous receipts in accordance with the finance regulations of the Departments concerned.

f. Transportation services provided under this authorization shall be reviewed locally at least annually to ensure that the fare schedule is adequate and that the most efficient form of service is being provided.

5-5. Requests for Mass Transportation Services

a. Requests for authority to establish mass transportation services shall be submitted to the Head of the DoD Component concerned, or designee. The following information shall be furnished:

- (1) Name of the activity.
- (2) Location of the activity.
- (3) Mission of the activity.
- (4) Current military strength.
- (5) Current civilian strength.
- (6) Authorized changes that will affect transportation requirements.
(Show breakdown of work shifts, if applicable.)
- (7) A description of existing facilities, including the use of privately-owned vehicles, car pools, and group-riding arrangements.
- (8) Points to which service is required and the distance between the installation and each point.
- (9) The number of people requiring recurring transportation between the installations and each point. (Indicate by shift, if applicable.)
- (10) A statement describing the efforts that have been made to make existing public or private facilities adequate, or efforts to induce private operators to provide the necessary transportation.
- (11) The type of service proposed, plus information concerning all necessary arrangements such as rentals, leases, rates, routes, schedules and type, source, number, and seating capacity of the equipment to be used. The amount of the fare to be charged shall be stated and a map or sketch of the area enclosed. If the proposed service is to be operated with government-owned or

-leased vehicles, there must be an indication that the local commercial carriers have been contacted and that they have either no desire or no capability to provide the service.

(12) A statement of the estimated cost and the availability of appropriated funds to operate the service.

(13) The amount of fare to be charged or a request to waive the fare as authorized under section 5-4a., above.

(14) The date on which the service is needed or can be started.

5-6. Shuttle Bus Service

a. The capability to transport groups of individuals on official business between offices on installations *or* between nearby installations is a recognized requirement and is essential to mission support. The use of an effective shuttle bus system reduces the requirements for recurring dispatch (Class B) vehicles. Shuttle bus services are provided fare-free.

b. Shuttle bus service may be provided on or between installations for the transportation of:

(1) Military personnel and DoD employees between offices and work areas of the installation(s) or activity during designated hours when justified by the ridership.

(2) Enlisted personnel between troop billets and work areas.

(3) DoD contractor personnel conducting official defense business.

(4) Employees of non-DoD Federal Agencies on official business. Such transportation will only be provided over routes established for primary support of the defense mission.

c. In isolated sites with limited support facilities where DoD personnel and dependents need additional life support (medical, commissary, and religious) which directly affects health, morale and welfare of the family, shuttle bus service may be provided.

d. The following instructions apply in establishing and maintaining shuttle bus routes:

(1) Established routes and schedules must be based on a validated need to transport passengers authorized under subparagraph 5-6.b.(1) above. Shuttle bus routes (see 5-6.b.(2), above) will not be used to provide domicile-to-duty travel, except when supporting enlisted personnel between troop billets and work areas.

(2) The conveyance used must be no larger than the most economical available to accommodate "duty" passengers.

(3) Surveys must be conducted at least annually to ensure that the conditions cited in subparagraph 5-6.c.(1) and (2), above, remain valid.

e. Space-available transportation on existing, scheduled shuttle buses may be provided to the following categories of passengers:

(1) Off-duty military personnel or DoD civilian employees.

(2) Reserve and National Guard members.

(3) Dependents of active duty personnel.

(4) Retirees.

(5) Visitors to the base (intra-installation only).

(6) In overseas areas volunteers of Type 2 - Affiliated Private Organization as identified in DoD Instruction 1000.15 (reference (old)).

f. Shuttle bus service may be provided with DoD-owned or contract equipment. Expenses for the operation of such services will be paid from appropriated funds.

5-7. Emergency Bus Service. Transportation between domicile and place of employment may be provided for military personnel and civilian employees during public transportation strikes and transportation stoppages, in compliance with 10 U.S.C. 2632 (reference (cc)) but only to those employees of DoD Components who are actively engaged in projects, or in the support of projects; the delay of which would adversely affect national defense. A fare that recovers the operational costs shall be charged for such service and accounted for as outlined in paragraphs 5-2.d. and 5-2.e., above. Routine works such as construction, repair, or overhaul of aircraft, ships, or material peculiar to the Military Departments shall not qualify under this policy. When transit strikes, or other work stoppages, are imminent or in progress, Heads of installations or activities who determine that transportation between domicile and place of employment is essential, shall submit the following information to the Head of the agency, or designee, for the necessary authority:

a. Installation or activity requiring transportation support.

b. General nature of the transportation requirements, including efforts to induce private facilities to provide the necessary transportation.

c. Titles of critical projects.

d. Type(s) of motor vehicle required.

e. Number of vehicles (by type) required.

f. Availability of vehicles to satisfy the requirement.

g. Number of personnel, by project, to be transported.

h. Proposed fares.

5-8. MWR Support Services. Bus service in support of DoD-authorized MWR programs, family service center programs, or private organizations may be provided when such transportation can be made available without detriment to the

DoD mission. This service is limited to full support of Category A activities, substantial support of Category B, some support of Category C, and very little for Category D, as outlined in DoD Instruction 1000.15 (reference (old)) and DoD Directive 1015.6 (reference (n)). Since group travel vehicles may not be acquired or leased with appropriated funds solely or partially to support MWR activities, family support programs, or private organizations, (see Chapter 3, section 3-11) no portion of the acquisition cost of the vehicle shall be considered in determining the reimbursable expenses to be charged or in the determination of motor vehicle authorizations. Approval for this transportation service can be delegated to the installation commander who must consider the potential of competition with commercial transportation sources in the decision process. Such services cannot be provided for domicile-to-duty transport. Additionally, it is subject to the following restrictions:

a. Transportation may be provided on a nonreimbursable basis for the following categories:

- (1) In support of the Chaplain's program (not domicile-to-duty) .
- (2) MWR functional staffs engaged in routine direct administrative support of Categories A, B, and C activities. (See Figure 5-1.)
- (3) Teams composed of personnel officially representing the installation in scheduled competitive events.
- (4) DoD personnel or dependent spectators attending local events in which a command or installation-sponsored team is participating.
- (5) Entertainers, guests, supplies, and/or equipment essential to the MWR programs.
- (6) MWR sponsored activities (Categories A, B, and C) including recreational tours and trips when fees are not levied upon the passengers (except fees made to cover the cost of the driver when required) and when approved by the installation commander. Assets may be used in support of MWR only after mission requirements have been met. (See Chapter 3, section 3-11.)

b. Transportation may be provided for special activities such as scouting programs and private organizations as outlined in DoD Instruction 1000.15 (reference (old)). Such service shall be accomplished on a reimbursable basis covering all operations and maintenance costs of providing the service.

CATEGORY A - MISSION-SUSTAINING ACTIVITIES

Armed Forces Professional Entertainment Programs Overseas
Common Support Services
Gymnasium/Physical Fitness/Aquatic Training
Libraries
Parks and Picnic Areas
Recreation Centers/Rooms
Shipboard/Isolated/Deployed/Free Admission Motion Pictures
Sports/Athletics (Self-Directed, Unit Level, Intramural)
Unit Level Programs and Activities
Temporary Lodging Facility (In support of official travel)

CATEGORY B - COMMUNITY SUPPORT ACTIVITIES

Arts and Crafts Skill Development
Automotive Crafts Skill Development
Child Development Centers
Entertainment (Music and Theater)
Outdoor Recreation
Recreational Swimming Pools
Sports Programs (Above the intramural level)
Youth Activities
Stars and Stripes
Bowling Centers (12lanes or less)
Joint Service Facility
Marinas without Resale or Private Boat Berthing
Military Open Messes/Clubs
Recreation Equipment Checkout.
Recreational Information, Tickets, and Tours Services
Temporary Lodging Facility

CATEGORY C - BUSINESS ACTIVITIES

Aero Clubs
Amusement Machine Locations and Centers
Animal Care Funds
Armed Services Exchange and Related Activities
Armed Forces Recreation Centers (Accommodation/dining and resale facilities)
Audio/Photo and Other Resale Activities
Bingo
Bowling Centers (over 12 lanes)
Cabins/Cottages/Cabanas/Recreational Guest Houses
Catering
Civilian Dining, Vending, and Other Resale Activities and Services
Golf Courses
Marinas and Boating Activities with Resale or Private Boat Berthing
Motion Pictures (Paid admission functions)
Motorcycle Clubs
Package Stores
Parachute/Sky Diving Clubs
Rod and Gun Clubs

Figure 5-1. Categories of MWR Activities

CATEGORY C - BUSINESS ACTIVITIES, continued

Skating Rinks

Skeet /Trap Ranges

Snack Bars/Soda Fountain

Stables

Supplemental Mission Funds (In-flight services/military museums, etc.)

Unofficial Commercial Travel Services

Figure 5-1. Categories of MWR Activities, continued